



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section:
Sub-Section:

TITLE: Complaint/Investigation Files		CUTOFF: End of State Fiscal Year	
DESCRIPTION: Investigative reports conducted by the Commission staff in response to consumer complaints/Commission directives for possible disciplinary action. These files may contain disciplinary action taken by board.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES: Records are transferred to license files, record series 23414.		DISPOSITION ACTION: Transfer to appropriate file	
SERIES: 23418	SERIES STATUS: Approved	APPROVAL DATE:	10/13/2011
TITLE: Denied or Revoked License Applications		CUTOFF: Upon denial or revocation	
DESCRIPTION: Applications that were withdrawn or denied licensure due to violations of professional ethics or practice. Records are used for reference if the person applies for licensure again in the future. Records include, but are not limited to, licensing applications, proof of education and qualifications, letters of recommendation, change of status letters, inspection reports, summary cards, correspondence, and other related documentation.		RETENTION: Years: 0 Months: 0 Days: 30	
NOTES: Records transferred to series 23414 - License Files upon completion of retention period.		DISPOSITION ACTION: Transfer to appropriate file	
SERIES: 24511	SERIES STATUS: Approved	APPROVAL DATE:	3/6/2018
TITLE: Education School Files		CUTOFF: End of State Fiscal Year	
DESCRIPTION: Files used to ensure professional schools meet state accreditation standards. Records include, but are not limited to, initial applications for accreditation, course approval applications, and related correspondence.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 23416	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



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TITLE: Examination Files		CUTOFF: End of State Fiscal Year in which file is created	
DESCRIPTION: Records of examinations used to grant licensure to professionals in the State of Missouri. Files include, but are not limited to, records of examinations, master tabulations of examinee grades, apprentice files, correspondence, and related documentation.		RETENTION: Years: 75 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 23419	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Incomplete or Withdrawn License Applications		CUTOFF: End of State Fiscal Year	
DESCRIPTION: Applications with missing documentation required for licensure that are not or cannot be completed by potential licensee, or applications voluntarily withdrawn before the completion of the application process by the potential licensee. Records include, but are not limited to, licensing applications, proof of education and qualifications, letters of recommendation, change of status letters, inspection reports, summary cards, correspondence, and other related documentation.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24510	SERIES STATUS: Approved	APPROVAL DATE:	3/6/2018
TITLE: Individual Requests for Continuing Education Credit		CUTOFF: When Superseded or Outdated	
DESCRIPTION: Requests by applicants for continuing education credits in order to maintain licensure.		RETENTION: Years: 0 Months: 6 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24119	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



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Department: Department of Insurance, Financial Institutions and
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Sub-Section:

TITLE: License Files

CUTOFF: End of State fiscal year in which file is created

DESCRIPTION: Records documenting the licensure of professionals within the State of Missouri. Records include, but are not limited to, licensing applications, proof of education and qualifications, letters of recommendation, change of status letters, inspection reports, summary cards, correspondence, and other related documentation.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23414

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: License Renewal Applications

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records contain completed license renewal applications, documentation concerning continuing education courses taken, questions pertaining to prior convictions and disciplinary information. These applications are submitted every one to two years.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Records are transferred to license files, record series 23414.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23415

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Licensee Registers

CUTOFF: End Of State Fiscal Year

DESCRIPTION: Registers documenting persons holding a current license, permit, or certificate issued by a professional board in the State of Missouri. Registers include licensees' names, Social Security numbers, addresses, and other relevant information. Records created and kept per 324.032.1 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Registers are maintained by the Division of Professional Registration on behalf of its constituent boards.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24120

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



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Section:

Division: Professional Registration

Sub-Section:

TITLE: Reciprocity Agreement Files

CUTOFF: Expiration of Agreement

DESCRIPTION: Documentation for obtaining professional licensure via reciprocity between states. Records include, but are not limited to, agreements outlining qualifications to meet Missouri licensure standards and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24118

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016
